



ARNOLD SCHWARZENEGGER – Governor
SUNNE WRIGHT MCPHEAK - Secretary, Business, Transportation & Housing Agency
JEFF DAVI - Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Auditor I or General Auditor II
Permanent Full-Time
Los Angeles

The Department of Real Estate has two vacancies for an Auditor I or General Auditor II in the Los Angeles District Office. The Los Angeles office is located at 320 W. 4th Street, Suite 350, Los Angeles. The positions will be filled at either the Auditor I or General II, level depending upon the qualifications of the individual selected.

Duties of the position(s) include:

- Perform routine and investigative audits of real estate licensees or subdividers to determine their compliance with the Real Estate Laws and Commissioner's Regulations.
- Assist in and/or perform more complex audits.
- Prepare working papers that support audit findings and conclusions.
- Write reports detailing the results of an audit.

Required qualifications:

- 4-year degree in accounting or 19 units of professional accounting/auditing courses.
- Field investigative audit experience.
- Financial auditing or accounting experience.
- Ability to learn and apply real estate laws and regulations to specific audit situations.
- Ability to perform and complete audit assignments.
- Ability to write accurate and concise audit reports.
- Ability to work under pressure within mandated timeframes.
- Willingness to travel within the regional area (occasional overnight travel).
- A valid California Driver's License with good driving record.

Desirable qualifications:

- Knowledge of California Real Estate Laws, rules, and regulations.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable, reliable, and excellent attendance.

Salary: Auditor I - \$2902-3529* General Auditor II - \$3589-4363

**Starting salary for individuals appointed to the class of Auditor I will be \$3048.*

Who may apply:

Current State employees who may transfer to the Auditor I or General Auditor II classification and meet the accounting requirements. Consideration given to SROA/Surplus employees. **Please indicate SROA/Surplus information on your state application or include a copy of your notice.**

Submit Applications and a copy of degree and/or transcripts to:

Margo Cooper, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0795 or CALNET 498-0795

For information on the position contact:

Rolly Acuna, Supervising Auditor II
Los Angeles District Office
(213) 576-6820 or CALNET 8-649-6820

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>
Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.